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GOVERNMENT OF THE PEOPLE'S REPUBLIC OF BANGLADESH
CHIEF MARTIAL LAW ADMINISTRATOR'S SECRETARIAT

Establishment Division

Section SW-II

NOTIFICATION

Dacca, the 15th December 1982

No. S.R.O. 423-L/82.—In exercise of the powers conferred by section 22 of the Government and Autonomous Bodies Employees Benevolent Fund and Group Insurance Ordinance, 1982 (XXXIX of 1982), the Government is pleased to make the following rules, namely:—

1. **Short title.**—These rules may be called the Government and Autonomous Bodies Employees Benevolent Fund and Group Insurance Rules, 1982.

2. **Definitions.**—In these rules, unless there is anything repugnant in the subject or context,—

- (a) "Accounts Officer" means the Comptroller and Auditor-General of Bangladesh or any other officer authorised by him;
- (b) "Chairman" means the Chairman of the Board;
- (c) "Form" means a Form appended to these rules;
- (d) "Ordinance" means the Government and Autonomous Bodies Employees Benevolent Fund and Group Insurance Ordinance, 1982 (XXXIX of 1982); and
- (e) "Secretary" means the Secretary of the Board appointed under rule 6.

(4995)

Price: Taka 1-00.

3. **Special grants to be paid from the Benevolent Fund.**—The Board may, in addition to any other grants admissible under the Ordinance, sanction the following grants to an employee or a member of his family, namely:—

- (a) a lump grant equal to two months' pay of the employee, in case of extreme financial distress which is not occasioned on account of actions or omissions on the part of the employee himself;
- (b) a lump grant, not exceeding Taka 1,000, for the marriage of daughter of an employee, or of a deceased or invalidated or retired employee, whose pay or pay last drawn, as the case may be, does not exceed Taka 500 per mensem, provided that such grant shall not be given more than once; and
- (c) Scholarship, not exceeding Taka 100 per mensem per child, for pursuing studies by the children of an employee or of a deceased or invalidated or retired employee for such period and on such terms and conditions as the Board may determine.

4. **Meetings of the Board.**—(1) Subject to the provisions of section 7 of the Ordinance, meetings of the Board shall be held at least once in three months, provided that one meeting of the Board shall be held in July each year for approving the budget of the Board.

(2) Two-third of the members of the Board shall form a quorum and if a meeting cannot be held for want of quorum, the meeting shall be re-convened on the seventh day following.

(3) All decisions of the Board shall be recorded by the Secretary and, in his absence, by such other member of the Board as may be directed by the Chairman.

5. **Appointment of Secretary and functions to be performed by him.**—

(1) The Board may appoint one of its members as its Secretary.

(2) Subject to the general guidance and control of the Chairman, the Secretary shall be responsible for—

- (a) the maintenance of the records of the Board;
- (b) the disbursement of money from the Benevolent Fund and Insurance Fund;
- (c) issue of notice for the meetings of the Board, and recording of minutes of the meetings of the Board;
- (d) implementation of all decisions of the Board; and
- (e) performance of such other functions as may be assigned to him by the Chairman of the Board from time to time.

6. **Custody of Benevolent Fund money.**—(1) The moneys credited to the Benevolent Fund shall be kept in the Sonali Bank, Ramna Branch, Dhaka. Any amount required to be drawn from the Bank shall be drawn by cheque signed by the Chairman or by the Secretary and an officer of the Board nominated by the Chairman.

(2) The Accounts Officer shall authorise the Bangladesh Bank every month to pay to the Benevolent Fund Account in the Bank, referred to in sub-rule (1), the amounts credited to the Major head mentioned in rule 14, and ensure that the amounts so credited be paid at regular monthly intervals and the balances thereof come to nil at the close of every financial year.

(3) In the case of employees of the body corporates, institutions, organisations and autonomous bodies, within the meaning of sub-clause (c) of clause (3) of section 2 of the Ordinance, the respective body corporate, institution, organisation or autonomous body shall pay the subscriptions of its employees towards Benevolent Fund to the Board directly through cross-cheque.

7. Manner of collection of subscriptions to the Benevolent Fund.—(1) Subscriptions to the Benevolent Fund shall be made, in the case of Gazetted officers, by deduction of the amounts by themselves from their pay bills and, in the case of non-Gazetted employees, by deduction of the amounts by the Drawing and Disbursing Officer concerned from the pay bills of such employees.

(2) When an employee is transferred to foreign service his subscription to the Benevolent Fund for the period he remains in foreign service shall be credited to the Government under the Major head mentioned in rule 14 by treasury challan, and one copy of the treasury receipt thereof shall be sent to the Accounts Officer in whose jurisdiction he was serving immediately before he was so transferred.

(3) Where the amount of subscription to the Benevolent Fund cannot for any reason be deducted from the pay of the employee or if any amount of subscription remains unpaid due to inadvertence or negligence of the employee or otherwise, the amount shall be credited to the Government under the Major head referred to in sub-rule (2) by treasury challan, and one copy of the treasury receipt thereof shall be sent to the Accounts Officer in whose jurisdiction he is or was serving during the period to which such amount relates.

8. Custody of Insurance Fund money.—(1) The moneys credited to the Insurance Fund shall be kept in the Uttara Bank, Ramna Branch, Dhaka. Any amount required to be drawn from the Bank shall be drawn by cheque signed by the Chairman or by the Secretary and an officer of the Board nominated by the Chairman.

(2) The Accounts Officer shall authorise the Bangladesh Bank every month to pay to the Insurance Fund Account in the Bank, referred to in sub-rule (1), the amounts credited to the Major head mentioned in rule 15, and ensure that the amounts so credited be paid at regular monthly intervals and the balances thereof come to nil at the close of every financial year.

(3) In the case of employees of the body corporates, institutions, organisations and autonomous bodies, within the meaning of sub-clause (c) of clause (3) of section 2 of the Ordinance, the respective body corporate, institution, organisation or autonomous body shall pay the premia of its employees towards Insurance Fund to the Board directly through crossed-cheque.

9. Rate of premium payable to the Insurance Fund.—The rate of premium payable to the Insurance Fund shall be at 0.70% of the pay of an employee, subject to a maximum of Taka 14 per mensem.

10. Manner of collection of premia to the Insurance Fund.—(1) Premia to the Insurance Fund shall be paid by every employee, other than class III or class IV employee, by deduction of the amounts from their pay bills.

(2) When an employee is transferred to foreign service his premium to the Insurance Fund for the period he remains in foreign service shall be credited to the Government under the Major head mentioned in rule 15 by treasury challan, and one copy of the treasury receipt thereof shall be sent to the Accounts Officer in whose jurisdiction he was serving immediately before he was so transferred.

(3) Where the amount of premia to the Insurance Fund cannot for any reason be deducted from the pay of the employee or if any amount of premia remains unpaid due to inadvertence or negligence of the employee or otherwise, the amount shall be credited to the Government under the Major head referred to in sub-rule (2) by treasury challan, and one copy of the treasury receipt thereof shall be sent to the Accounts Officer in whose jurisdiction he is or was serving during the period to which such amount relates.

11. Manner of payment of premia due for class III and class IV employees.—

(1) The premia which would but for the exemption under sub-section (1) of section 15 of the Ordinance be payable by class III and class IV employees shall be worked out by the Board at the rates specified in rule 9 on the basis of the pay statements in respect of those employees to be submitted by the Accounts Officer. The total amount so worked out shall be communicated to the Government for necessary sanction in favour of the Insurance Fund.

(2) The amount sanctioned by the Government in terms of sub-rule (1) shall be drawn by the Chairman by submitting bills to the Accounts Officer.

12. Nomination by the employees.—An employee may nominate, in Form A, one or more member or members of his family or any other person or persons for receiving the sum assured under the Ordinance and, in the case of nomination of more than one member or person, he shall specify the shares for each such member or person.

13. Payment of the sum assured where no nomination subsists.—Where no valid nomination made by the employee subsists at the time of his death the sum assured under the Ordinance shall be paid to one of the members of his family who has been authorised to receive it by all other members of that family. The letter of such authority shall be verified by the head of the office of the employee concerned or the Chairman of the Union Parishad or Paurashava in whose jurisdiction the permanent residence of the employee situates. If no such authority can be produced in favour of a single member the money shall be paid to such member of the family as may be nominated by the head of the office concerned.

14. Credit of subscriptions to the Benevolent Fund.—The amounts deducted under rule 7 shall be checked by the Accounts Officer of the respective jurisdiction and be credited to the Major head "P—Deposit and Advance, Part II deposits not bearing Interest"—"B—Reserve Fund", "Bangladesh Employees Benevolent Fund".

15. Credit of premia to the Insurance Fund.—The amounts deducted under rule 10 shall be checked by the Accounts Officer of the respective jurisdiction and be credited to the Major head "P—Deposits and Advance—Other Deposit Accounts—Bangladesh Employees Insurance Fund."

16. Disentitlement to the refund of money paid to the Benevolent Fund and Insurance Fund.—If an employee quits the service or if he is removed or dismissed from service he shall not be entitled to the refund of any subscription made to the Benevolent Fund or of any premium paid to the Insurance Fund during the period of his service.

17. Forms of applications.—(1) Application for a benevolent grant and for the sum assured under the Ordinance shall be made in Form B.

(2) Application for scholarship from the Benevolent Fund shall be made in Form C.

(3) Application for survival benefit admissible under section 11 of the Ordinance shall be made in Form D.

(4) All applications shall be submitted through the head of the Department or office in which the employee serves or, as the case may be, served last.

(5) The Board may make any addition or alteration in the Forms prescribed under sub-rules (1), (2) and (3) and may also prescribe new Forms, in addition to those prescribed under these rules, for bringing into effect the provisions of these rules.

18. **Payment of benevolent grants.**—Where the employee is survived by more than one member of his family, payment of a benevolent grant shall be made to one of the members of his family who has been authorised to receive it by all other members of that family. The letter of such authority shall be verified by the head of the office or the Chairman of the Union Parishad or Paurashava in whose jurisdiction the permanent residence of the employee situates. If no such authority can be produced in favour of a single member the grant shall be made to such member of the family as may be nominated by the head of office concerned.

19. **Time limit for preferring claims.**—(1) A claim for benevolent grant or for the sum assured under the Ordinance shall be registered by submitting application in the Form prescribed therefor under these rules to the head of the Department or office concerned within six months of the death or invalidation, as the case may be, of the employee concerned.

(2) The Head of the Department or office shall, immediately after receipt of the information of the death or incapacitation of the employee, send the Forms required to be filled up for settlement or grant of the benefits to the nominee of the employee, if available, or to such other person as the head of the Department or office considers to be the proper person for such information or, as the case may be, the employee himself.

20. **Annual Statement of Account.**—At the close of each financial year the Board shall submit to the Government an annual statement of account in Form E.

FORM A

[Vide rule 12]

Form of Nomination for receiving the sum assured

I hereby nominate the person/persons mentioned below to receive the sum assured for my life under the Government and Autonomous Bodies Employees Benevolent Fund and Group Insurance Ordinance, 1982 (XXXIX of 1982):

Name and address of nominee/nominees.	Relationship with the employee.	Age.	Share of each nominee, if more than one person is nominated.
1	2	3	4

Dated this day of 19 ..

Witnesses to the signature of the employee :

1. Signature

Name in full

Designation/Address

Signature of the employee

Name in full

2. Signature

Designation

Name in full

Official address

Designation/Address

Permanent address

FORM B

[Vide sub-rule (1) of rule 17]

Application for benevolent grants from the Benevolent Fund and payment of sum assured.

1. Name and designation of the deceased/
invalid employee :
2. Father's name :
3. Date of birth of the employee :
4. Date of joining the service :
5. (a) Date of death :
(Death certificate from the Head of
the office/Doctor/Chairman of Local
U.P./Pourasava to be attached)
- (b) Date of invalid retirement :
(Medical certificate of invalidation
to be attached).
- (c) Date of normal retirement :
6. Name and address of the Office where
the employee was posted at the time of
death/invalidation. :
7. Post held at the time of death/invalida-
tion :
8. Last pay drawn per mensem :
(i) Basic pay and pay scale :
(ii) Special pay/Technical Pay/Personal :
Pay.
9. Name and address of the person (s) :
nominated by the deceased for receiving
the sum assured.
10. If no nomination exists then the name :
and address of the person (s) authorised
by the eligible members of the family
or by the Head of the Office to receive
the sum assured/benevolent grant.
11. (a) Branch of Sonali Bank from where :
the applicant wants to draw the
benevolent grant.
- (b) Branch of the Uttara Bank from :
where the applicant wants to draw
the sum assured.

12. Particulars of the family members :
(Please see the definition of the family :
members in the note below).

Sl. No.	Name.	Age.	Relation with the deceased/ invalid employee.
1	2	3	4
1			
2			
3			
4			
5			

Notes : (1) "Family" means—

- (a) in the case of a male employee, the wife or wives, and in the case of a female employee, the husband of the employee ; and
 - (b) the legitimate children, adopted children (in the case of a Hindu employee only), parents, minor brother, unmarried/divorced/widowed sisters of the employee residing with and wholly dependent upon him at the time of death or invalid retirement.
- (2) Three attested copies of passport size photograph and three copies of specimen signature of the applicant should be enclosed for benevolent grant.
 - (3) In the case of sum assured if no nomination exists and in the case of benevolent grant if the deceased is survived by more than one member then a copy of an authority letter of the eligible members of the family in favour of the applicant should be enclosed. The authority letter must be verified by the Head of the office or Chairman of the Local Union Parishad or Paurashava.
 - (4) Two copies of this application shall be submitted if claim is preferred for both benevolent grant and the sum assured.

I do hereby solemnly affirm that the above particulars are true to the best of my knowledge and belief, and that I have concealed nothing. If at any time it transpires that I have concealed any material information then the grant may be discontinued and I shall be liable for refund of the amount already drawn.

Signature and name of the applicant.

Permanent address:

Present address :

Certificates :

- (a) It is certified that the particulars furnished against column 1—9 have been verified from the records available in the office and found to be correct.
- (b) It is also certified that last subscription towards Benevolent Fund and premium to the Insurance Fund were paid by the deceased/invalid employee from his pay bill for the month of.....
- (c) It is certified that the deceased/invalidated employee was not a contingency or work-charged staff or was paid on master roll basis.
- (d) The applicant is nominated for receiving the sum assured/benevolent grant (please strike off if nomination of the deceased or authority letter of the family members exists).

Signature.....

*Name and Designation of the Head of the
Office/Department with seal.*

FORM C

[Vide sub-rule () of rule 17]

Application for the Grant of Scholarship From the Government and Autonomous Bodies Employees Benevolent Fund.

1. (a) Name of the applicant :
- (b) Date of birth :
2. Father's name :
3. Whether father is in service, dead or :
invalidated out of service.
4. Post held by father at present/post last :
held by father and name of the office.
5. Present pay/pension/pay last drawn by :
father and whether regular contributor
to Benevolent Fund.
6. Date of death/invalidation of father (In :
case the father is dead it should clearly
be stated whether he died while in
service.)
7. The amount of gratuity/family pension :
sanctioned by Government.
8. The amount of various types of aid :
sanctioned by the Benevolent Fund for
the dependents of the deceased/invalida-
ted official, if any.
9. (a) Class/Course for which scholarships :
is needed.
- (b) Duration of the course (exact date :
of commencement and termination
must be given).
- (c) Institution where it is proposed to :
pursue studies.
- (d) Details of any other scholarships :
received.
10. The duration and course of further :
studies intended to be pursued.
11. Details of Board/University Examina-
tions passed, if any, with divisions
obtained and dates of passing the
examinations.

In case scholarship is sought for degree, post-graduate, professional, engineering or medical classes a certified copy of the detailed marks obtained in the last examination passed should be attached.

Attested copies of certificates of examinations passed and of testimonials from heads of institutions attended should be attached.

Full information should be furnished if there is any unusual gap between the dates of various examinations passed.

12. In case of application for renewal of scholarship, number and date of previous sanction.

I do solemnly affirm and verify that the contents of the above application are true to the best of my knowledge and belief and that I have concealed nothing.

Signature and name of the applicant :
(In block letters).

Son/daughter/wife/widow of :

Address :

Dated :

Countersigned :

Signature of father/mother/guardian :
(Name in block letters).

Dated :

CERTIFICATE OF HEAD OF INSTITUTION WHERE THE APPLICANT IS STUDYING

Certified that the applicant.....son/daughter of.....is a student of..... class in this Institution and that he/she is a fit person for the grant of scholarship applied for.

He/She was admitted to the present class on.....the academic year of which commences on.....and terminates on.....

Signature and designation with official seal.....
(Name in block letter).

Date.....

* CERTIFICATE OF HEAD OF OFFICE OF APPLICANT'S FATHER

I certify and attest the details furnished above at serial Nos. 1 to 12 from the record available in this office and recommend/do not recommend the case.

Signature and name of the Head of Office/Controlling Officer.....
(with official seal).

Date.....

* The certificate should be issued by the "Head of Office" in the case of Gazetted Government Servants' Children and by the Controlling Officer in other cases.

FORM D

[Vide sub-rule (3) of rule 17]

Application for Survival Benefit out of Benevolent Fund.

1. (a) Name of the employee ;
(b) Father's name ;
2. (a) Date of birth ;
(b) Date of joining the service ;
(c) Date of retirement ;
3. Name of the Office/Department in which serving at the time of retirement.
4. Post held at the time of retirement ;
5. Pay drawn per mensem at the time of retirement :
 - (i) Basic pay ;
 - (ii) Special Pay ;
 - (iii) Personal pay/Technical pay/any other pay.
6. Period for which additional contribution for survival benefit has been made.

I do hereby solemnly affirm that the above particulars are true to the best of my knowledge and belief and that I have concealed nothing. If at any time it transpires that I have concealed any material information then I shall be liable for refund of the amount already drawn.

Signature and name of the Applicant.

Present address :

It is certified that the details furnished above have been verified from the records available in this office and found to be correct.

Signature.....

Name and Designation and official seal of the Head of Office/Department.

FORM E

[Vide rule 20]

Form of Annual Statement of Accounts' to be submitted to the Government.

	Benevolent Fund.	Group Insurance Fund.
	Tk.	Tk.
1. Real estates at the beginning of the year :		
2. Fixed Deposit at the beginning of the year.		
3. Opening balance :		
(a) Cash in hand :		
(b) Current Account :		
(c) S.T.D. Account :		
(d) Saving Account :		
Total opening balance ..		<hr/> <hr/>
4. Income during the year :		
(a) The amount of fund received from the Government during the year as grant/premium.		
(b) The amount of fund received as subscription/premium/donation during the year.		
(c) Interest received from investment :		
(d) Miscellaneous receipts :		
Total Income ..		<hr/> <hr/>
5. Expenditure during the year :		
(a) Payment made to the beneficiaries during the year.		
(b) Administrative expenses during the year :		
(i) Establishment Cost :		
(ii) Others :		

- (c) Amount of fund invested during :
the year.
- (i) In real estate (including nature) :
- (ii) In Fixed deposit :
- Total expenditure .. _____
6. Closing balance :
- (a) Cash in hand :
- (b) Current Account :
- (c) S. T. D. Account :
- (d) Saving Account :
- Total closing balance .. _____
7. Real estate at close of the year :
8. Fixed deposit at close of the year :
9. Number of cases in which payment :
has been made in the case of Group
Insurance during the year.
10. Number of claims of Benevolent Fund :
settled during the year.

By order of the
Chief Martial Law Administrator^s
A. A. G. KABIR
Deputy Secretary.